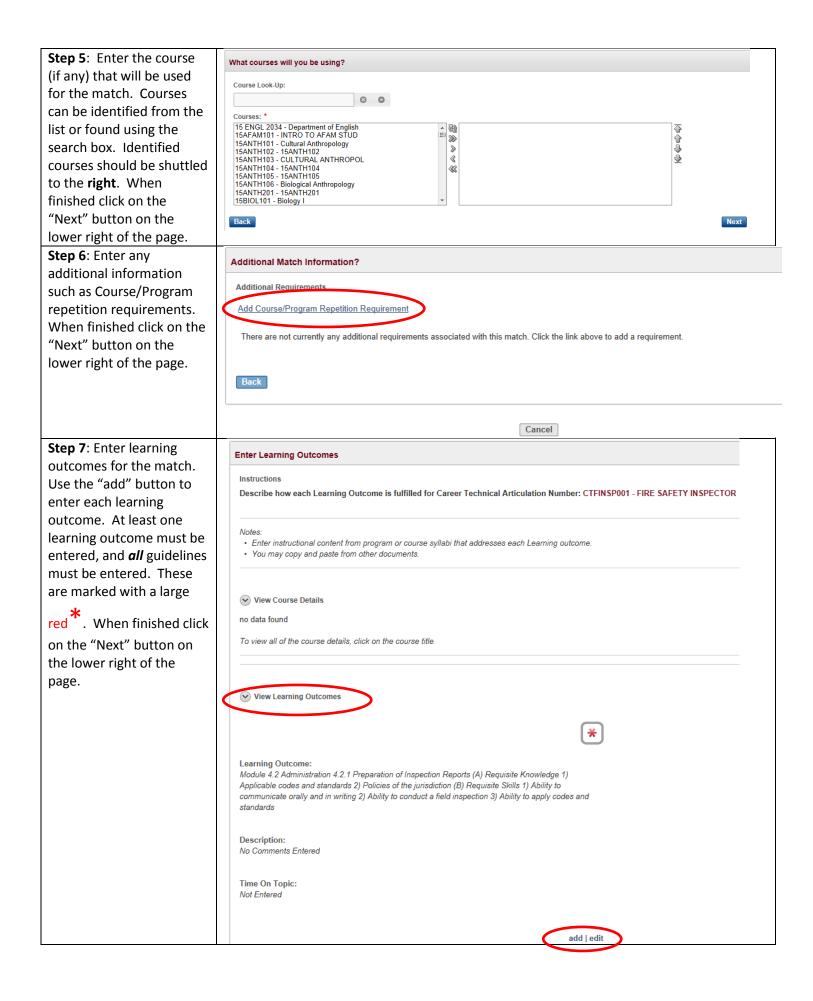
Course Equivalency Management System

How to Create a CTAG Match

Step 1: Go to https://cems.regents.ohio.gov. Enter your username and password assigned to you by your Institutional or OBR Coordinator.	Course Equivalency Management System (CEMS) Login
	Password Login Forgot your pass New User? Request an Account
Step 2: Click on the "Matches" button from the main navigation bar located at the top of the page.	Homepage Faculty Matches
Step 3: First, click on the "CTAG Matches" under the sub-navigation bar, then click on "Create a New CTAG Match" OR "Create a New CT CTAG Match" button on the right of the page.	CTAG Matches OTM Matches AP Matches CTAG Matches Create a New CTAG Match Create a New CTAG Match
Step 4: This is a 5 step process. The first is to enter the Match Type and Start Term. Ensure that all areas marked with a red* need to be filled out. When finished click on the "Next" button on the lower right of the page.	What type of Match would you like to enter? Institution: * UNIVERSITY OF CINCINNATI Select the CTAR area: FIRE FIGHTER Select the CTAR: * CTFINSP001 - FIRE SAFETY INSPECTOR Start Term: * 2013



Step 8: The final step is to review the Match. Each area should be reviewed for accuracy and can be edited from this page without having to use the "back" button by using the "Edit" button on the right of each item. If additional comments are desired, they can be entered at the bottom of the page. There are two options after review is complete, either to "Save as Draft" or "Save and Submit to Institution Coordinator". Choose the appropriate option and click on the "Submit" button at the bottom of the page to save the Match. If an error is encountered, be sure to review the message and the Match to ensure all requirements were met.

